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MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Science and Technology
Deputy Director for Support

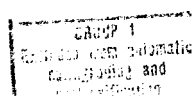
SUBJECT : Responsibilities and Functions of
Information Processing Staff

REFERENCE : "Agency Policy on Information
Processing and ADP", 25 July 1966

1. The referent notice provides that an Information Processing Staff to be established in the Office of Planning, Programming, and Budgeting will assist the Executive Director-Comptroller in formulating policy direction for all Agency information processing activities which involve the use of automatic data processing equipment.

2. Pursuant to the policy guidelines set forth in the notice and the current status of the Agency's information processing and ADP activities, the attached statement of responsibilities and functions of the Information Processing Staff has been developed. Inasmuch as establishment of the Staff represents an innovation and the Agency's information processing programs and objectives may undergo considerable change in the months ahead, the statement of responsibilities and functions is approved on a provisional basis. An

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evaluation of the performance of the Staff and review of the Staff's responsibilities and functions shall be completed no later than 30 September 1967.

L. K. White
Executive Director-Comptroller

Attachment

cc: Cable Secretary

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CIA INFORMATION PROCESSING STAFF
RESPONSIBILITIES AND FUNCTIONS

25X1 Agency notice "Agency Policy on Information Processing and ADP", 25 July 1966, provides that an Information Processing Staff will be established in the Office of Planning, Programming, and Budgeting to assist the Executive Director-Comptroller. The responsibilities and functions of this Staff are as follows:

1. Agency-Wide Responsibilities

- a. To assist the Director in fulfilling the responsibilities of the Heads of Executive Agencies contained in Bureau of the Budget Circular A-71, 6 March 1965.
- b. To serve as the Agency's representative in Government-wide ADP activities, including the Interagency ADP Committee, and in relationships with the Bureau of the Budget, General Services Administration, Department of Commerce, and other executive departments in carrying out the Government ADP Management Program called for in Public Law 89-306.
- c. To function as the principal Agency point of contact on ADP matters when an Agency position, in contrast with a Directorate or component position, is required in dealings with non-government ADP organization such as private industry, educational institutions, and research organizations.

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2. Staff Support to the Executive Director-Comptroller

The Information Processing Staff will perform, with the support of the Information Processing Coordinators in each Directorate, the following functions:

a. Operations

- Ensure inter-Directorate coordination of information processing and ADP activities.
- Prepare recommendations on priorities for continuing and new requests for ADP services.
- Promote maximum sharing of ADP equipment, machine time, and services throughout the Agency.
- Review and make recommendations concerning the development of new ADP applications.
- Produce standards for reporting to top management about ADP and computer center operations.

b. Planning, Programming, and Budgeting

- Monitor and evaluate information processing activities and provide continuous assessment of program progress and costs in concert with the program planning and budgetary review processes.
- Review and make recommendations on Agency research and development programs which relate to the ADP field.

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- Provide independent analyses of Agency information processing programs, including proposals submitted to the Executive Director-Comptroller for approval or concurrence.

c. Equipment and Services

- Review and make recommendations to the Executive Director-Comptroller on proposals and contracts for the acquisition of ADP equipment, studies, and software whose costs are \$10,000 or more.

d. Personnel and Training

- Participate in the establishing of policies for recruitment, development, and placement of ADP personnel.
- Assist in development of ADP orientation programs for Agency management and training programs for ADP personnel.

3. Resources

In order to carry out functions outlined above, a Staff consisting of ☐ professionals and ☐ clerical personnel shall be assigned to the Director, O/PPB.

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